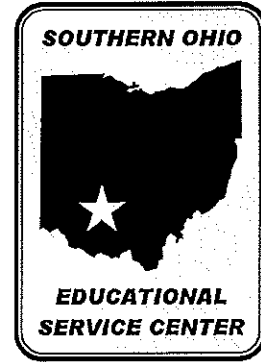


From the desk of Tony Long

To: SOESC Employees
From: Tony Long
Re: Tuition Reimbursement
Date: September 1, 2011



The Southern Ohio Educational Service Center Governing Board is offering tuition reimbursement as a benefit to all SOESC employees.

- 1) \$7,000 will be provided annually which can be used by employees for tuition reimbursement for coursework that is related to the employee's job responsibilities.
- 2) Up to 50% of the cost of tuition is eligible for reimbursement (may be reduced if requests exceed available funds).
- 3) \$2,500 shall be available for fall courses (courses completed prior to December 31), \$2,500 shall be available for winter/spring courses (courses completed prior to June 15), and \$2,000 shall be available for summer courses (courses completed by September 10).
- 4) Application for reimbursement shall be made to the superintendent prior to starting the course work.
- 5) Employees who qualify shall receive reimbursement either the second pay in October or the second pay in February for work completed during the previous summer session or previous semester.
- 6) Payments for spring/winter semester and summer sessions are contingent upon the member returning to the SOESC for another year of service.
- 7) Proof of credit (transcript) and receipt of payment shall be submitted to the superintendent two weeks prior to payment.
- 8) Reimbursement will not be made for grades lower than "B." Reimbursement will be made for successfully completed courses taken for "credit" (if ungraded).
- 9) College credits earned by personnel that qualify them for the next salary bracket must be filed in the office of the superintendent on or before September 15 in order to receive the next salary increment for the current school year.

Please contact me regarding any questions.